



Academic Affairs
Office of the Provost
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MEMORANDUM

TO: College Deans and Department Chairs/School Directors
FROM: Russ Ivy, Interim Provost and Vice President for Academic Affairs
DATE: April 2, 2024
SUBJECT: Changing the Name of Academic Units within Colleges

Departments and Schools within Colleges may request a change of name to the Provost in writing indicating the following:

- The new name with the justification for the change
- Assurance that the unit and the faculty of the College are in support of the change. This should be demonstrated by majority support from a department/school faculty meeting and faculty college assembly.
- Due diligence has been shown in garnering support from other Colleges or Centers sharing a name that may be viewed as overlapping or competing.

After approval of the name change for the unit, the Provost or designee

- Informs the university faculty of the change by presentation as an informational item at the next faculty senate meeting following the approved change.
- Informs the President of the change. The President may inform the Board of Trustees of the change as an informational item.
- Informs the Registrar, Undergraduate and Graduate Admissions leadership, Institutional Effectiveness and Analysis, and the Office of Information Technology.